

Pupil and Family Engagement Lead

Person Specification

Criteria	Essential	Desirable
Qualifications & Training	Good standard of education including English and Maths GCSE (or equivalent)	Relevant qualification in education, social work, youth work, counselling, family support or similar
	Commitment to continued professional development	Safeguarding training relevant to DSL/DDSL role
Experience	Experience of working with children and families in a school, educational or community setting	Experience of working with attendance, inclusion or pastoral support
	Experience supporting vulnerable pupils and families	Experience contributing to safeguarding referrals and multi-agency meetings
	Experience of building positive relationships with parents/carers	Previous experience in a pupil and family engagement role
	Experience of delivering interventions or support programmes for children and families	Experience of delivering workshops or training for parents/carers
	Experience of maintaining accurate records and producing reports	Experience using CPOMS or similar safeguarding systems
Knowledge & Understanding	Strong understanding of safeguarding and child protection procedures	Knowledge of attendance legislation and Local Authority processes
	Understanding of barriers to learning and the impact on attendance and engagement	Knowledge of early help processes and multi-agency working
	Understanding of confidentiality, professional boundaries and data protection requirements	Understanding of trauma-informed or restorative approaches
Skills & Abilities	Excellent communication and	Ability to deliver training or

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	interpersonal skills	workshops
	Ability to build positive, trusting relationships with children, families and professionals	
	Ability to analyse information and implement targeted interventions	
	Ability to manage sensitive situations with professionalism and discretion	
	Strong organisational and record-keeping skills	
	Ability to prioritise workload and work effectively under pressure	
	Ability to work collaboratively as part of a team and with external agencies	
	Ability to use ICT systems effectively to maintain records and communicate information	
Personal Qualities	Empathy, resilience and a non-judgemental approach	
	Commitment to safeguarding and promoting the welfare of children	
	Proactive, solution-focused and adaptable	
	Ability to maintain confidentiality at all times	
	Commitment to equality, inclusion and positive outcomes for all children and families	

Additional Requirements

- Willingness to undertake home visits where appropriate
 - Ability to attend meetings and training as required
 - Enhanced DBS clearance required
 - Commitment to safeguarding and child protection procedures at all times
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Reporting To

Headteacher / Designated Safeguarding Lead / Inclusion Lead